



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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APR 28 2006

ACQUISITION
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Integrated Military Human Resources System (DIMHRS)
Enterprise Program Management Office (EPMO) Charter

Attached for your reference is the approved charter for the Enterprise Program Management Office (EPMO) DIMHRS. The EPMO is aligned with the strategic direction set by the Deputy Secretary of Defense, the Defense Business Systems Management Committee (DBSMC) and the O-8 Steering Committee. It is also a critical component of the acquisition oversight process for DIMHRS. EPMO DIMHRS will drive the implementation of the program and shall provide integrated military and pay capabilities for the Department of Defense.

CARLOS D. PAIR
Major General, U.S. Army
Defense Business Systems Acquisition
Executive

Attachment



DISTRIBUTION:

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**ASSISTANT DEPUTY UNDER SECRETARY OF DEFENSE (BUSINESS
INTEGRATION)**

DIMHRS O-8 STEERING COMMITTEE MEMBERS

DEPARTMENT OF ARMY (MR. ROY WALLACE)

DEPARTMENT OF NAVY (MR. ROBERT J. CAREY)

DEPARTMENT OF AIR FORCE (MR. TIMOTHY BEYLAND)

JOINT CHIEFS (RADM DONNA CRISP)

**UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS)
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**TRANSITION LEAD, COMMON SUPPLIER ENGAGEMENT/ACQUISITION/
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TRANSITION LEAD, FINANCIAL VISIBILITY

ENTERPRISE PROGRAM MANAGEMENT OFFICE, DEFENSE INTEGRATED

MILITARY HUMAN RESOURCES SYSTEM (DIMHRS)

FEDERAL INTEGRATED ACQUISITION ENVIRONMENT (IAE) PROGRAMS

CHARTER

ENTERPRISE PROGRAM MANAGEMENT OFFICE (EPMO) DEFENSE INTEGRATED MILITARY HUMAN RESOURCES SYSTEM (DIMHRS)

I. PURPOSE:

This charter establishes and defines the authority and responsibilities of the Enterprise Program Management Office (EPMO) Defense Integrated Military Human Resources System (DIMHRS).

II. AUTHORITY:

- 10 United States Code
- 32 United States Code
- Department of Defense 5000 series acquisition directives and instructions
- Deputy Secretary of Defense memorandum, Subject: Defense Integrated Military Human Resources System (DIMHRS) Implementation Decision, dated December 2, 2005
- Defense Business Systems Management Committee (DBSMC) meeting, December 21, 2005

III. MISSION:

The mission of the Enterprise Program Management Office (EPMO) Defense Integrated Military Human Resources System (DIMHRS) is to develop, integrate, test, train and deploy clearly defined and approved requirements into a Department of Defense (DoD) enterprise-wide military personnel and pay system, through technical and managerial leadership.

- IV. ORGANIZATION:** EPMO DIMHRS consists of the Enterprise Program Manager (EPM) with a staff consistent with the acquisition of a major automated information system. The EPM operationally controls and directs Service Program Managers (PM) representing Military Departments (MILDEPS). The DIMHRS program office organization is at the enclosure.

V. ROLES & RESPONSIBILITIES:

A. Enterprise Program Manager (EPM). The EPM is responsible for the acquisition and management accountability of the system, and integration and joint coordination of efforts across the services through the PMs, in coordination with the Defense Business Systems Acquisition Executive (DBSAE). The EPM is responsible for ensuring that the program is conducted within technical, funding, schedule, performance and supportability constraints approved by the DBSAE. The DBSAE is the single oversight executive for the DIMHRS Program. The EPM will provide the PM with the necessary resources to ensure their functions are met. The EPM's specific functions include, but are not limited to the following:

- drive implementation
- manage the acquisition lifecycle process for both common (Core) and Service specific (non-Core) requirements,
- produce acquisition documentation required by statute and the DBSAE, as required,
- develop and update Acquisition Program Baseline (APB),
- develop approved requirements within cost and schedule constraints,
- adjudicate and elevate as needed, conflicts of interest between enterprise and Service level requirements,
- refer requests for COTS customization to DBSAE for adjudication,
- supervise systems engineering efforts,
- maintain configuration management,
- coordinate the operational test with the PM and the user community,
- conduct developmental testing in coordination with the PM and user community,
- accomplish security certification and accreditation,
- accomplish Federal Financial Management Improvement Act (FFMIA) certification
- oversee the activities of the Integration Contractor(s),
- develop and submit consolidated budget requests to support development and implementation efforts,
- distribute funds to PMs in accordance with the approved budget,
- coordinate actions assigned by the DBSAE and O-8 Steering Committee,
- establish and maintain PMO staffing,

- communicate to external agencies concerning the program,
- develop and maintain an implementation schedule, and
- report overall program status.

B. Service Program Managers (PM). The PM, a qualified individual is nominated by each respective Service. The PM is operationally responsible to the EPM for Service implementation and is functionally responsible to the Service. The PM's specific functions include, but are not limited to the following:

- drive implementation with their respective MILDEP and Service and develop change management strategy for their respective organization,
- manage Service unique requirements in close coordination with the EPM (with co-location ideal during requirements gathering),
- coordinate Service specific implementation schedule with the EPM,
- identify and support functional training requirements,
- build the Service specific budget to accomplish this mission and forward that budget request to the EPM for consolidation into an overall DIMHRS budget request,
- fielding and associated Service unique help desk support,
- execute the budget that fields the system to the Service,
- provide status, identify program issues to the DBSAE as the MDA in close coordination with the EPM,
- conduct risk management,
- ensure legacy system adaptability,
- conduct operational testing,
- plan and execute change management,
- conduct business process reengineering (BPR)
- plan and execute Service training,
- ensure data migration in accordance with the overall data migration strategy,
- disseminate DIMHRS communications,
- conduct resource management,
- produces a program office estimate in preparation for milestones in accordance with the program's schedule
- produces acquisition documentation required by regulations,
- provide functional personnel to work the development of requirements detail with integration contractor, and

- assist EPM with assigned duties, as appropriate.

VI. OPERATING RELATIONSHIPS:

A. The Defense Business Systems Acquisition Executive (DBSAE). The DBSAE is the Milestone Decision Authority (MDA) for the DIMHRS program. The EPM reports to the DBSAE. The progress of the DIMHRS program will be reported to the Defense Business Systems Management Committee (DBSMC) on a periodic basis by the DBSAE. The DBSAE will assist the EPM and the PMs in obtaining resources and services not available from the DBSAE organization. Sources may include Government support organizations and agencies or commercial sources, as the situation dictates.

B. The EPM. The EPM reports to and takes direction from the DBSAE, the program's MDA. The EPM controls the activities of the Prime Contractor responsible for building DIMHRS. The Service PMs are responsible to the EPM for overall Service coordination. The EPM will be responsible for achievement and reporting on approved milestones to the MDA. The EPM accepts approved requirements from the O-8 Steering Committee. The EPM will provide information to, and integrate the recommendations of the O-8 Steering Committee in coordination with the DBSAE.


C. PM. The PM is responsible for the implementation within their Service and ensures that the system meets the requirements furnished to the EPM. It is the PMs responsibility to coordinate Service specific requirements via the Configuration Control Board (CCB) process. Resources initially allocated by the EPM to the first PM to receive DIMHRS may be re-allocated to other PMs during the lifecycle of the program. Coordination of these assets will be the responsibility of the EPM in coordination with each PM.

D. Defense Finance and Accounting Service (DFAS). DFAS is responsible for standardizing finance and accounting information. The EPM accepts collaborative input from DFAS in support of structural and operational compliance with financial management elements including accounting, disbursing and internal controls. The Service PM will request DFAS resources needed to support current PM functions and to define the future DIMHRS operations and organizational structure.

VII. REVIEW:

This charter will be reviewed as required by the DIMHRS O-8 Steering Committee, until it is superseded or terminated.

APPROVED:



Carlos D. Pair
Major General, US Army
Defense Business Systems Acquisition Executive

28 April 2006

Date

**ENTERPRISE PROGRAM MANAGEMENT OFFICE (EPMO)
DEFENSE INTEGRATED MILITARY HUMAN RESOURCES SYSTEM (DIMHRS)
ORGANIZATIONAL AND OPERATIONAL STRUCTURE**

